

Fire Marshal

SUMMARY/PURPOSE

To manage, direct, and coordinate the fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire Department.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect and coordinate the inspection of sites and structures to determine and/or enforce compliance with Minnesota Fire and Building codes, safety laws, and related ordinances.
2. Assist with planning, implementation, and identification of solutions for complex problems associated with fire inspection work.
3. Use advanced understanding of the policies and procedures related to fire inspection and life safety activities, and those of related departments and service agencies to assist in developing and administering programs of public education regarding fire prevention, housing, and other health and safety programs.
4. Investigate and manage the fire investigation team in determining the origin and cause of major fires or those of undetermined or suspected incendiary origin.
5. Collaborate with Duluth Police Department and other partner agencies to organize and lead an Arson Task Force when required.
6. Coordinate and communicate with City staff and departments to manage difficult or sensitive issues related to fire and life safety.
7. Conduct, manage, and collaborate on the plan review process for assigned projects.
8. Participate as part of the Duluth Fire Department Command Staff.
9. Manage employee performance, and provide training, coaching, and mentoring for employees. Make recommendations about hire, termination, pay, and performance.
10. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
11. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
12. Assist with organizing and directing the work activities of assigned team, determine work priorities, assignments, and work schedules.
13. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
14. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
15. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of five (5) years as a career firefighter to include three (3) years verifiable professional experience in a leadership capacity.

2. Minimum License Requirements

- A. Obtain and maintain Minnesota Fire Service Certification Board certifications (or equivalent) in the following disciplines within two (2) years of promotion to the position:
 - 1) Fire Investigator
 - 2) Fire Inspector I
 - 3) Fire Inspector II
 - 4) Public Fire Educator I
- B. Possess and maintain a valid driver's license.

3. Preferred Requirements

- A. Bachelor's degree in management, administration, fire science, fire protection engineering, mechanical engineering, or a related field.
- B. International Association of Arson Investigators Certified Fire Investigator.
- C. International Code Council Fire Plans Examiner.

4. Knowledge Requirements

- A. Knowledge of fire prevention and building safety principles, rules, codes, regulations, and ordinances.
- B. Knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.
- C. Knowledge of the City of Duluth Fire Department's policies and procedures.
- D. Knowledge of problem-solving and conflict-resolution techniques.
- E. Knowledge of applicable safety requirements.
- F. Knowledge of, or the ability to learn, City policies and procedures.
- G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- H. Knowledge of effective leadership, management, and personnel practices.
- I. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.

5. Skill Requirements

- A. Skill in communicating on a one-to-one basis or with groups for the purpose of obtaining or providing information.
- B. Skill in reading and interpreting plans, blueprints, and complex technical and legal materials.
- C. Skill in investigating and analyzing the findings of an investigation.
- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- E. Skill in managing one's own time and the time of assigned personnel.
- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

6. Ability Requirements

- A. Ability to recognize fire, construction, and building hazards.
- B. Ability to assist in planning and directing a program of public education concerning fire prevention or building safety.
- C. Ability to investigate fires for origin, cause, and circumstance.
- D. Ability to analyze investigative findings and prepare reports and recommendations.
- E. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.
- F. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
- G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- H. Ability to communicate and interact effectively with members of the public.

- I. Ability to communicate effectively both orally and in writing.
- J. Ability to recognize, analyze, and solve a variety of problems.
- K. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- L. Ability to handle difficult and stressful situations with professional composure.
- M. Ability to work successfully as a member of a team and independently with minimal supervision.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to enforce safety rules and regulations.
- Q. Ability to maintain confidential information.
- R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- S. Ability to exercise sound judgment in making critical decisions.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: HD	Union: Fire	EEOC: Technicians	CSB:	Class No: 1333
WC: 7706	Pay:	EEOF: Fire Protection	CC:	Resolution:

FIRE MARSHAL

Fire Marshal

SUMMARY/PURPOSE:—

To manage, direct, and coordinate the ~~Fire Inspection and Building Inspection functions~~ fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire Department.

FUNCTIONAL AREAS:

4.—SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect and supervise~~coordinate~~ the inspection of sites and structures to determine and/or enforce compliance with Minnesota Fire and Building ~~and Fire Codes~~codes, safety laws, and related ordinances.
2. ~~p A. Inspect~~Assist with planning, implementation, and supervise the identification of solutions for complex problems associated with fire inspection of building sites~~work.~~
3. Use advanced understanding of the policies and structures according to procedures related to applicable Local, State and Federal regulations~~fire inspection and life safety activities, and those of related departments and service agencies to assist in developing and administering programs of public education regarding fire prevention, housing, and other health and safety programs.~~
 - ~~p B. Inspect and supervise the inspection of areas or places where there are large public gatherings, or have high values or hazardous conditions.~~
 - ~~p C. Inspect sprinkler and fire alarm installations to assure applicable code compliance and verify installation according to approved plans.~~
 - ~~p D. Investigate and supervise the investigation of complaints and respond to questions regarding hazards and violations of fire code and housing code regulations.~~
 - ~~p E. Ensure the state designated Building Official maintains required statutory authority over all code enforcement activities related to the State Building Code.~~
 - ~~p F. Collaborate with the state designated Building Official to review plans and make recommendations for new construction and remodeling of all commercial and public assembly buildings.~~
 - ~~p G. Supervise the inspection of establishments for approval of all liquor and beer licenses.~~
 - ~~p H. Assume responsibility for enforcement of codes and ordinances as delegated by the Fire Chief.~~
 - ~~p I. Inspect and supervise the inspection of occupancies prior to issuance of a certificate of occupancy.~~

4. ~~2. Investigate and supervise the manage the fire investigation of the causes team in determining the origin and cause of major fires and fires or those of undetermined or suspected incendiary origin.~~
- ~~p A. Develop and maintain a fire investigation program~~
 - ~~p B. Assist in the prosecution of cases of arson.~~
 - ~~p C. Respond to emergency calls when off duty.~~
 - ~~D. Collaborate with the Duluth Police Department in the investigation of suspicious fires and prosecution of arson.~~
5. ~~3. Develop and administer programs of public education and information regarding fire prevention, housing, and other health and safety programs. partner agencies to organize and lead an Arson Task Force when required.~~
- ~~p A. Advise the Fire Chief on fire prevention Coordinate and building safety communicate with City staff and departments to manage difficult or sensitive issues.~~
 - ~~p B. Provide information to the media and the general public.~~
4. ~~Perform other related tasks as assigned, including but not limited to:~~
6. ~~p A. Supervise the maintenance of complete fire and accurate records and files of safety codes, regulations, ordinances, inspections made and violations and penalties cited life safety.~~
7. ~~p B. Inspect and identify unauthorized objects for removal.~~
7. ~~p C. Supervise the instruction of Conduct, manage, and collaborate on the plan review process for assigned projects.~~
8. ~~Participate as part of the Duluth Fire Department personnel in fire prevention Command Staff.~~
9. ~~Manage employee performance, and provide training, coaching, and mentoring for employees. Make recommendations about hire, termination, pay, and performance.~~
10. ~~Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.~~
11. ~~Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures. Assist with organizing and building safety-related topics.~~
12. ~~5. Organize and direct directing the work activities of assigned personnel team, determine work priorities, assignments, and work schedules.~~
13. ~~p A. Determine priorities, assign work Provide input on decisions regarding the hiring processes, onboarding procedures, and projects, and coordinate schedules discipline of assigned personnel.~~
- ~~p B. Effectively recommend the hire, transfer, suspension, or discharge of assigned personnel.~~
 - ~~p C. Establish work standards and complete employee evaluations.~~
 - ~~p D. Discipline assigned personnel as necessary.~~
 - ~~p E. Monitor work sites and ensure compliance maintain positive working relationship with established methods, guidelines, standards, and procedures.~~
 - ~~p F. Recommend adjustments or other actions in employee grievances.~~

- ~~ρ~~ ~~G. Provide assigned personnel with access to all information necessary~~ the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the ~~performance of their job duties.~~
- ~~ρ~~ ~~H. Provide for the education and training of subordinates in correct and safe operating procedures.~~
- 14. ρ I. Determine and administer team when appropriate rewards including letters of commendation or other forms of recognition, and offering expertise to improve processes, systems, and the organization.
- ~~ρ~~ ~~J. Develop, implement, review and ensure compliance with Department standard operating procedures, policies, and guidelines.~~
- ~~ρ~~ ~~K. Recommend subordinates for promotion and participate in the promotional process.~~
- ~~6. Participate as an active member of the management team.~~
- ~~ρ~~ ~~A. Participate in the management decision making process.~~
- ~~ρ~~ ~~B. Disseminate information to subordinates and administrators.~~
- ~~ρ~~ ~~C. Conduct administrative assignments in accordance with Department procedures.~~
- ~~ρ~~ ~~D. Coordinate long-range planning and goal setting on behalf of the Department.~~
- ~~ρ~~ ~~E. Conduct team meetings.~~

15. Other duties may be assigned.

JOB REQUIREMENTS

License Requirements:

- ~~□~~ ~~A. Possession of a Minnesota driver's license or privilege at the time of appointment and thereafter.~~

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements:

- A. ~~□~~ ~~A. Three (3) years as a classified City of Duluth Fire Captain or two (2) years as a classified City of Duluth Deputy Fire Marshal; or career firefighter to include three (3) years~~ verifiable professional ~~experience in combination of ranks of a leadership capacity.~~

2. Minimum License Requirements

- A. Obtain and maintain Minnesota Fire Service Certification Board certifications (or equivalent) in the following disciplines within two (2) years of promotion to the position:

 - 1) ~~Fire Investigator~~
 - 2) ~~Fire Captain and Deputy Inspector I~~
 - 3) ~~Fire Marshal, Inspector II~~
 - 4) ~~Public Fire Educator I~~
- B. Possess and maintain a valid driver's license.

3. Preferred Requirements

- A. Bachelor's degree in management, administration, fire science, fire protection engineering, mechanical engineering, or a related field.
- B. International Association of Arson Investigators Certified Fire Investigator.
- C. International Code Council Fire Plans Examiner.

4. Knowledge Requirements:

- ~~A. ☐ A. Thorough knowledge~~ Knowledge of fire prevention and building safety principles, rules, codes, regulations, and ordinances.
- ~~B. ☐ B. Thorough knowledge~~ Knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.
- ~~C. ☐ C. Thorough knowledge~~ Knowledge of the City of Duluth Fire Department's policies and procedures.
- ~~D. ☐ D. Thorough knowledge~~ Knowledge of the properties problem-solving and reactions conflict-resolution techniques.
- ~~E. ☐ E. Knowledge of common~~ applicable safety requirements.
- ~~F. ☐ F. Knowledge of, or the ability to learn, City policies and uncommon chemicals~~ procedures.
- ~~G. ☐ G. Knowledge of federal, state, and products~~ local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- ~~H. ☐ H. Knowledge of effective leadership, management, and supervisory~~ personnel practices.

I. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.

5. Skill Requirements:

- ~~A. ☐ A. Skill in communicating on a one-to-one basis or with groups for the purpose of obtaining or providing information.~~
- ~~B. ☐ B. Skill in reading and interpreting plans, blueprints, and complex technical and legal materials.~~
- ~~C. ☐ C. Skill in investigating and analyzing the findings of an investigation.~~
- ~~D. ☐ D. Skill in supervising~~ the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- ~~E. ☐ E. Skill in managing one's own time and the time of assigned personnel.~~
- ~~F. ☐ F. Skill in completing assignments accurately and with attention to detail.~~
- ~~G. ☐ G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.~~

6. Ability Requirements:

- ~~A. ☐ A. Ability to recognize fire, construction, and building hazards.~~
- ~~B. ☐ B. Ability to assist in planning and directing a program of public education concerning fire prevention or building safety.~~
- ~~C. ☐ C. Ability to investigate fires for origin, cause, and circumstance.~~
- ~~D. ☐ D. Ability to analyze investigative findings, and prepare reports and recommendations.~~
- ~~☐ D. Ability to work effectively with co-workers, administrators, employees, media representatives and the general public.~~
- ~~E. ☐ E. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.~~
- ~~F. ☐ F. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.~~
- ~~☐ G. Ability to perform MEDIUM WORK (defined as lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds).~~

Other Requirements:

- ~~G. ☐ A. Must pass periodic medical examinations to verify~~ Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- H. Ability to communicate and interact effectively with members of the ~~ability~~ public.
- I. Ability to communicate effectively both orally and in writing.
- J. Ability to ~~physically perform all duties which may be assigned during emergencies~~ recognize, analyze, and solve a variety of problems.
- K. Ability to consistently and independently prioritize one's own work and the work of others, including task scheduling, assigning staff, and securing resources.
- L. Ability to handle difficult and stressful situations with professional composure.
- M. Ability to work successfully as a member of a team and independently with minimal supervision.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to enforce safety rules and regulations.
- Q. Ability to maintain confidential information.
- R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- S. Ability to exercise sound judgment in making critical decisions.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring the special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use of a self-contained breathing apparatus protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

- ~~☐ B. Must possess natural or corrective vision of at least 20/20 in one eye and 20/30 in the other.~~
- ~~☐ C. Must possess normal hearing when tested according to ANSI 1969 Standards.~~
- ~~☐ D. Must not use, by smoking, ingestion, or otherwise, any tobacco products.~~
- ~~E. Must, within six months of appointment, reside within 25 miles of Headquarters Fire Hall or at a location from which they can respond by vehicle to Headquarters Fire Hall within 30 minutes of being notified, given normal driving conditions.~~

~~p Essential functions of the job~~

~~☐ Job requirements necessary on the first day of employment~~

HR: CTHD	Union: Fire	EEOC: Technicians	CSB: 20090407 _____	Class No: <u>1333</u>
WC: 7706	Pay: <u>233</u> _____	EEOF: Fire Protection	CC: 20090615 _____	Resolution: 09-0343R _____